

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: December 9, 2015

PERSONNEL LETTER #15-020

TO: All Agencies/Campuses in the Uniform State Payroll System
(Decentralized Security Monitors and Authorizing Managers)

FROM: Debra Spellman, Acting Chief
Personnel/Payroll Services Division

RE: **ONLINE DECENTRALIZED SECURITY FORMS AND NEW DECENTRALIZED SECURITY ADMINISTRATOR (DSA) EMAIL**

Effective immediately, the Decentralized Security forms, (PSD040) Appointment of Decentralized Security Monitor, (PSD041) Annual Statement of Self-Certification and (PSD108) Statement of Understanding are available on SCO's website: http://www.sco.ca.gov/ppsd_state_hr.html. The forms are designed as fill and print.

In addition you can send the forms electronically to the new Decentralized Security Administrator mailbox DSA@sco.ca.gov. However for security purposes, the PSD 108 cannot be sent electronically. Sending social security numbers via email is prohibited.

Please direct all questions and inquires to the new Decentralized Security Administrator email DSA@sco.ca.gov.

DS:TS:ASB